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Job details

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Bulletin
Number

30909BR

Type of
Recruitment

Transfer Opportunity

Department

Board of Supervisors Executive Office

Position Title

SENIOR SECRETARY III

Filing Type

Open Continuous

General
Information

The Executive Office of the Board of Supervisors is seeking a well-qualified organized individual to fill a vacant Senior Secretary III position.

Requirements

Permanent County of Los Angeles employee having completed their initial probationary period **and** currently holding the payroll title of Senior Secretary III.

Permanent County employees who meet the requirements are invited to make their interest known by submitting: 1) cover letter 2) resume listing your current title and all secretarial experience 3) last two performance evaluations and 4) two years Time History Report.

All materials submitted will be evaluated. Only the most qualified individuals will be contacted for an interview.

ONLINE APPLICATION FILING ONLY PLEASE.

Desirable

Qualifications

- Proficient in Microsoft Office Suite including Word, Excel, and Outlook.
- Excellent oral and written communication skills with attention to detail.
- Excellent interpersonal skills.
- Excellent time management abilities.

Duties

- Screens office callers and telephone calls furnishes requested information, refers calls to others better qualified, and personally takes care of those calls which do not require the attention of the supervisor.
- Makes appointments and arranges conferences and meetings for supervisor.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests, both written and verbal, and when authorized acts in the supervisor's absence.
- Acts as liaison officer between the supervisor's office and other departments, agencies, and jurisdictions.
- Prepares inter-office notices, bulletins, and memoranda,

including interpretations of departmental policy and the laws and regulations governing the activities of the office.

- Gathers data for general information purposes or special reports, contacting other departments, employees, agencies, and individuals for additional material as necessary, and may prepare reports for supervisor's approval upon request.
- Checks material being submitted for supervisor's attention to ascertain that all relevant data, files, signatures, etc., are included.
- Relieves supervisor of routine personnel, budget and other operating details such as scheduling, timekeeping, approving material and purchase requisitions, and contacting other departments.
- Check on the execution of plans, improvements, and projects instituted by the supervisor and recommends improvements in departmental procedures.

Vacancy Information The vacancy is located in the Countywide Criminal Justice Coordination Committee (CCJCC) located in the Kenneth Hahn Hall of Administration Building at 500 West Temple Street, Los Angeles, CA 90012.

Available Shift Day

Contact Name Barbara Aldana

Contact Phone 213-974-1421

Contact Email bcastaneda@bos.lacounty.gov

Job Field Secretarial

Job Type Administrative Support

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